

**STATE 911 COMMITTEE**  
**Dispatcher Training Subcommittee**  
August 11, 2016  
Meeting Minutes

**A. Call to Order / Roll Call**

The meeting was called to order at 1:12 p.m. and roll call was taken.

Voting Members Present:

Mr. Jeff Troyer (Chair)  
Ms. Karen Chadwick  
Mr. Vic Martin  
Ms. Cherie Bartram  
Lt. David Aungst  
Ms. Tammy Smith  
Mr. Sam Kalef  
Ms. Amy Thomas

Representing:

Calhoun Co. Consolidated Dispatch Authority  
Grand Rapids Police Department  
Lapeer County Central Dispatch  
SERESA  
Lenawee County Sheriff's Office  
Ottawa County Central Dispatch  
Troy Police Department  
Montcalm County Central Dispatch

Non-Voting Members Present:

Ms. Theresa Hart  
Ms. Stacie Hansel

Representing:

Michigan State Police  
Michigan State Police

Voting Members Absent

Mr. Dave Ackley  
Ms. Christine Collom  
Mr. Brian McEachern  
Mr. Marc Gramlich

Representing:

Genesee County Central Dispatch  
Clinton County Central Dispatch  
Negaunee Regional Communications Center  
Monroe County Central Dispatch

**B. Approval of Meeting Minutes – May 24, 2016**

A **MOTION** was made by Mr. Martin, with support by Lt. Aungst, to approve the minutes of May 24, 2016, as presented. With no discussion, the **MOTION** carried.

**C. Old Business**

1. Policy for Online Training Courses

Ms. Hart will draft a form for training providers when applying for online course approval with criteria specific to online as opposed to classroom courses. One suggestion was including a place on the application for the provider to give a user name and password for the review team to use should they choose to audit the online course. When completed, Ms. Hart will forward to the DTS for approval.

**D. New Business**

1. Appeal of Instructor Denial

Mr. Mel Maier represented Oakland County to appeal the denial of adding Ms. Amy Boyd as an instructor to Priority Dispatch Emergency Telecommunications Course. The initial information received by the review team regarding Ms. Boyd's qualifications was incomplete and she was thereby denied as an instructor. After a more detailed qualification package was provided, and the appeal presented by Mr. Maier, the DTS voted to approve Ms. Boyd.

A **MOTION** was made by Mr. Martin, with support by Ms. Bartram, to approve Ms. Amy Boyd to teach the Priority Dispatch 40-hour basic course. With no discussion, the **MOTION** carried.

2. Appeal of Module II (e) Denial

The review team reviewed the outline and criteria for the Public Safety Group's Module II (e) Homeland Security application and initially denied the endorsement. Finding everything meets the criteria after a second review, and discussing with the full subcommittee, the DTS decided to approve the endorsement.

A **MOTION** was made by Ms. Bartram, with support by Ms. Smith, to approve the Public Safety Group appeal of the Module II (e) Homeland Security endorsement. With no discussion, the **MOTION** carried.

3. Training Fund Distribution

Auburn Hills ceased operations as a PSAP on July 11, contracting with the Oakland County Sheriff's Office and returned their May training fund distribution.

The FTE adjustment request is for the removal of 11 FTEs from Auburn Hills Police Department, and increasing Oakland County's FTEs from 61 to 62, submitted under the consolidation clause, as they retained one employee from Auburn Hills. This reduces the number of FTE count for the November distribution to 1,866.

A **MOTION** was made by Ms. Chadwick, with support by Lt. Aungst, to approve the adjusted FTE count of 1,866 for the November distribution. With no discussion, the **MOTION** carried. Mr. Troyer will take to the September SNC meeting for final approval.

**E. Public Comment**

Ms. Hart is working to get further information from Flint for the Genesee County compliance review regarding the training portion. If she has to invoice the county for the missing information, they would owe a lot of money so she is working with the new contact to get the information needed.

Mr. Kalef received a call from a Fire Chief in Macomb Township who recently got approval from their city council to hire part time call takers/dispatchers to sit at fire stations. For background, how their system used to work is they had paid, on-call fire fighters sit at the fire station, off the rig, handling on scene fire communication. The township asked Macomb County if they would hire additional people to help service the request. Macomb County said yes if the township would increase their contract price, which the township declined.

The township is now hiring 15 call takers to sit in the fire station and handle all on scene radio communication. There are also administrative phone lines that come into the stations, offering BLS medical service and fire service, so the call takers could potentially take in emergency calls that aren't coming in through the 911 system. Would those 15 people need to adhere to the training standards? The subcommittee agreed if they aren't taking 911 calls, they are not subject to the minimum training standards.

**F. Next Meeting**

November 9, 2016; 10 a.m.  
MSP HQ

**G. Adjourn**

The meeting adjourned at 1:55 p.m.